

GOVERNMENT OF ANDHRA PRADESH

*School Education Department — Samagra Shiksha, Andhra Pradesh
Office of the State Project Director*

MEGA PARENT–TEACHER MEETING (MPTM 3.1) **Consolidated Monitoring & Implementation Checklist** *(Tabular Question-Based Checklist Format)*

1. Checklist for State Level Authorities (SPD / CSE / CIE)

Mega Parent–Teacher Meeting (MPTM 3.1) — State-Level Monitoring

Planning & Governance Stage

Timeline: 12–15 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has the statewide implementation plan, SOPs and guidelines been communicated to all districts?	☐	☐
2	Have periodic review meetings been conducted with RJDs, DEOs & APCs and district teams?	☐	☐
3	Has an orientation meeting been conducted with all the MEOs?	☐	☐
4	Has district-wise preparedness been monitored against defined timelines?	☐	☐

Preparatory Stage

Timeline: 7–11 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has timely release of Mega PTM funds to all districts been ensured?	☐	☐
2	Has fund utilisation status across districts been monitored?	☐	☐
3	Have supply-chain bottlenecks been resolved promptly?	☐	☐
4	Has the readiness of the LEAP App and other digital platforms been monitored?	☐	☐
5	Has district-wise availability of logistics/arrangements, SRKVM Kit, and other learning materials and event resources preparedness been reviewed?	☐	☐
6	Have schools requiring urgent support received timely intervention?	☐	☐
7	Has the Donor Application been completed (developed and tested) and is it ready for launch?	☐	☐

Preparatory Stage (continued)

Timeline: 5–8 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has statewide readiness of student entitlements (SRKVM Kit) and academic materials been monitored?	☐	☐
2	Has the preparation status of Holistic Progress Cards, Health Cards and exhibitions been reviewed?	☐	☐

Implementation & Monitoring Stage

Timeline: 4 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have district-wise school readiness reports submitted by DEOs been reviewed?	☐	☐
2	Have lagging districts been identified and corrective interventions initiated?	☐	☐
3	Has inter-departmental coordination for issue resolution been ensured?	☐	☐
4	Have critical issues relating to infrastructure, logistics, manpower and funding been monitored?	☐	☐
5	Have unresolved issues been escalated and timely resolution ensured before the Mega PTM?	☐	☐
6	Has district-wise parent participation and programme implementation been monitored through dashboards and field reports?	☐	☐
7	Have documentation, LEAP App uploads and media coverage across districts been reviewed?	☐	☐

Post-Programme Review Stage

Timeline: 5–7 days after MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have district reports and feedback been reviewed?	☐	☐
2	Have best practices and challenges been analysed and documented?	☐	☐
3	Has a consolidated state-level report been prepared?	☐	☐
4	Has feedback from the field been collected and reviewed?	☐	☐

2. Checklist for Regional Joint Director (RJD)

Mega Parent–Teacher Meeting (MPTM 3.1) — Regional-Level Monitoring

Planning & Coordination Stage

Timeline: 10–12 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have regional review meetings been conducted with all DEOs/APCs from time to time for smooth conduction of the programme?	☐	☐
2	Have district-level implementation plans been prepared in accordance with State guidelines?	☐	☐
3	Has the required additional administrative support been identified based on previous performance and preparedness?	☐	☐
4	Has a regional monitoring mechanism been established for tracking district-wise progress?	☐	☐
5	Has timely fund release to the districts in their jurisdiction been ensured?	☐	☐
6	Has inter-district coordination for sharing resources been facilitated wherever necessary?	☐	☐

Implementation & Monitoring Stage

Timeline: 2 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has district-wise school readiness for conducting MPTM been reviewed?	☐	☐
2	Have random field visits been conducted to selected districts and schools?	☐	☐
3	Have parent participation and field reports been monitored through dashboards?	☐	☐
4	Has timely resolution of issues escalated by DEOs/APCs been ensured?	☐	☐
5	Have documentation, photography, media coverage and LEAP App uploads been completed and verified across districts?	☐	☐
6	Have periodic regional progress updates been shared with the State Project Director/Commissioner?	☐	☐

Documentation & Reporting Stage

Timeline: 2–5 days after MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have district completion reports and feedback been collected from all DEOs and APCs?	☐	☐
2	Have best practices, challenges and success stories been analysed and documented?	☐	☐

S.No	Activity / Question	Yes	No
3	Has the consolidated Regional Monitoring Report been submitted to the State Project Director/Commissioner within the prescribed timeline?	☐	☐

Post-Programme Review Stage

Timeline: 5–7 days after MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has a regional review meeting been conducted with all DEOs/APCs to evaluate programme outcomes?	☐	☐
2	Have district-wise performance, parent participation and implementation quality been reviewed?	☐	☐
3	Has follow-up on unresolved issues been ensured and compliance with State directives monitored?	☐	☐

3. Checklist for District Educational Officer (DEO) / Additional Project Coordinator (APC)

Mega Parent–Teacher Meeting (MPTM 3.1) — District-Level Monitoring

Planning & Coordination Stage

Timeline: 8–10 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have district-level orientation meetings been conducted with Deputy Educational Officers and MEOs to communicate implementation timelines?	☐	☐
2	Has school-level planning and monitoring been done by MEOs in their respective mandals?	☐	☐
3	Have mandals been assigned to district officials for field-level monitoring?	☐	☐
4	Are all schools fully prepared to conduct the Mega PTM as per guidelines?	☐	☐
5	Has the DMHO been requested to depute Doctors/ANMs/AASHA Workers with First Aid Kit and ORS?	☐	☐
6	Has timely release of budget to the schools been ensured?	☐	☐
7	Have all students received the entitlements (uniforms, shoes, belts, socks, etc.)?	☐	☐
8	Has daily progress been monitored for smooth conduction of the programme?	☐	☐
9	Have field visits been conducted to schools during the Mega PTM?	☐	☐
10	Have district-level observations been compiled and the readiness/completion report submitted to the State?	☐	☐

4. Checklist for Mandal Education Officer (MEO)

Mega Parent–Teacher Meeting (MPTM 3.1) — Mandal-Level Monitoring

Planning Stage

Timeline: 6–8 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has a mandal-level orientation been conducted with all School/College heads to communicate guidelines, roles and implementation timelines?	☐	☐
2	Have Mandal/Cluster Resource Persons been assigned to monitor school-wise preparation and provide hand-holding if needed?	☐	☐

Preparatory Stage

Timeline: 2–5 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has timely fund release to all schools been ensured?	☐	☐
2	Are sanitation, drinking water, safety and campus-cleanliness arrangements available in their jurisdiction?	☐	☐
3	Are all TLM items available for display in all Primary Schools (Jaaduai Pitara, Mini Jaaduai Pitara, FLN Learning Kit, FLN Print Rich material, and TaRL Kit, etc.)?	☐	☐
4	Have entitlement items (uniforms, Holistic Progress Cards, Health Cards, Assessment Booklets, etc.) reached all schools before the event?	☐	☐
5	Has coordination with ANM/AASHA staff been ensured for medical support in all schools?	☐	☐

Implementation & Monitoring Stage

Timeline: Day of MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have random field visits been conducted to schools in the mandal on the day of the MPTM 3.1?	☐	☐
2	Have parent attendance, volunteer deployment and the overall programme been monitored?	☐	☐
3	Have on-the-spot issues related to logistics, staffing or infrastructure been resolved, and unresolved matters escalated to the DEO office immediately?	☐	☐
4	Have real-time documentation and LEAP App uploads been completed by schools?	☐	☐

Post-MPTM 3.1 Stage

Timeline: 3–5 days after MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has a mandal-level review meeting been conducted with school/college heads to collect feedback, identify challenges and document the findings?	☐	☐
2	Has follow-up been done on any unresolved logistics, infrastructure or entitlement gaps flagged during the event?	☐	☐

5. Checklist for Head of School (HM) and Teachers

Mega Parent–Teacher Meeting (MPTM 3.1) — School-Level Responsibilities

Planning Stage

Timeline: 5–8 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Has a meeting been held with the School Management Committee (SMC) and staff to discuss the minute-to-minute programme?	☐	☐
2	Have school-level committees been constituted and responsibilities communicated in writing?	☐	☐
3	Have responsibilities been assigned and timelines set for each task based on teachers' availability (invitations, budget, beautification, welcome, etc.)?	☐	☐
4	Have coordination meetings been scheduled with other line departments?	☐	☐
5	Has the final checklist of responsibilities been reviewed?	☐	☐

Preparatory Stage

Timeline: 6–7 days before MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have student-made invitation cards been prepared for parents and VIP invitees?	☐	☐
2	Have invitation cards been distributed to parents, SMC members and key invitees?	☐	☐
3	Have invitees been registered in the PTM module of the LEAP App?	☐	☐
4	Have details of required materials and funds been collected?	☐	☐
5	Has the budget been finalized and expenses recorded?	☐	☐
6	Have donors been contacted for items and contributions?	☐	☐
7	Have pathways from the gate to the building been marked with white powder or paint?	☐	☐
8	Has a welcome arch been arranged using locally available materials (flowers, mango toranas, banana stems) at no cost?	☐	☐
9	Have flower pots been placed along marked pathways, if available?	☐	☐
10	Have dustbins been placed and environment-friendly materials used?	☐	☐
11	Have construction zones been marked with red ribbons to avoid hazards?	☐	☐
12	Have signboards been placed for easy identification of locations?	☐	☐
13	Has the welcome desk been decorated with flowers (using only locally available flowers to minimise expense)?	☐	☐

S.No	Activity / Question	Yes	No
14	Have students been identified to conduct a welcome march if a band set is available?	☐	☐
15	Have benches and chairs been arranged outside each classroom for one-on-one discussions?	☐	☐
16	Has designated seating with clear markers been arranged for parents, SMC members and guests?	☐	☐
17	Have digital invitations been sent via SMS to alumni, donors and officials 1–2 days before MPTM 3.1?	☐	☐
18	Have student volunteers been trained to enforce parking protocol?	☐	☐

Implementation Stage

Timeline: Day of MPTM 3.1

S.No	Activity / Question	Yes	No
1	Are students' progress reports (HPC) ready?	☐	☐
2	Have one-on-one interactions been conducted with the class teacher and parents?	☐	☐
3	Have the stage setup, audio-visual equipment and IFP/TVs been checked?	☐	☐
4	Has the stage been decorated and drinking water arranged?	☐	☐
5	Has the Dokka Seethamma midday meal been prepared and served using clean and eco-friendly materials?	☐	☐
6	Have water pots with lids and glasses been placed at key locations?	☐	☐
7	Have signage boards been placed to guide attendees?	☐	☐
8	Is an ANM/doctor available with a first-aid kit and ORS packets?	☐	☐
9	Has a student volunteer been assigned to the ANM/doctor?	☐	☐
10	Have at least three photographs been taken for documentation and uploaded to the PTM module in the LEAP App?	☐	☐
11	Have press and media representatives been invited?	☐	☐
12	Has a press note been prepared and released highlighting the programme?	☐	☐

Documentation Stage

Timeline: Day of MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have teachers been assigned to document the key activities?	☐	☐
2	Has feedback been collected from parents and guests, if any?	☐	☐

Post-MPTM 3.1 Activities

Timeline: 1–3 days after MPTM 3.1

S.No	Activity / Question	Yes	No
1	Have attendee details been recorded in the LEAP App after the Dokka Seethamma midday meal was served?	☐	☐
2	Have 3 photographs been uploaded into the LEAP App — one-on-one discussions, the general meeting group photo, and the midday meal service?	☐	☐
3	Has transport been arranged for Children with Special Needs (CwSN) and their parents, as required?	☐	☐
4	Have classrooms and the campus been cleaned after the programme?	☐	☐
5	Has a review meeting been conducted to acknowledge success and identify improvements for future MPTM 3.1?	☐	☐